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Important Dates
Duration of Classes (2023/2024): January 9 – April 11
University Closures: Feb. 20 (Family Day) and April 7 (Good Friday)
Reading Week: February 18-24
Study Break: April 11-12
Final Exam Period: April 13 – 2

For a full list of academic dates for the term see https://www.utsc.utoronto.ca/registrar/academic-dates

Beginning of Term
At the beginning of term, you are responsible for providing the following:
1) Through the Course Information System (CIS) – https://cis.utoronto.ca
   • Copy of your syllabus
   • Exam request/exemption
2) Through the Intranet – https://intranet.utsc.utoronto.ca/intranet2/s2/registrar/termtest.action
   • Term test request (or confirmation that no term test should be scheduled); term tests may be scheduled
during regular class periods or at times outside of class.

Course Syllabus: see Appendix A for a discussion of grading scheme rules and standard statements for inclusion on
a course syllabus.

COVID-19 support: look under Administrative Support for a list of useful links.

End of Term
• Grades: Grades are due 5 business days after the end of term or after the exam date. If you need more time,
  the Chair may grant up to one more week. Please e-mail the Department Chair (thy.phu@utoronto.ca) directly
  with the requested extension of time and the reason that it is needed (and copy me on the e-mail).
• Grades must be submitted through eMarks 5 business days after the day the exam is written; a
  reminder e-mail will be sent to you from the Records Office in the Office of the Registrar.
• To access the eMarks system, go to https://emarks.utoronto.ca/emarks
• Detailed instructions on how to log in and submit marks using eMarks may be found at:
  http://www.utsc.utoronto.ca/~registrar/resources/pdf_general/eMarks_Instructions_for_Chairs_Dir
  ectors_and_Instructors_current.pdf
• Note: you must use numeric grades and leave no ‘Mark’ fields blank.
• Note: if you find that you need to amend any marks in your course, please do so in the eMarks
  system by selecting the ‘Amend’ button in the ‘Action’ column.
• If you have any questions concerning the eMarks system, please ask the Assistant to the Chair.
• DO NOT POST FINAL GRADES ON THE INTRANET OR QUERCUS. Students are not supposed to see
  their grades before they are posted on ROSI.
• Exams: Students may not view their exams unless they have petitioned to do so through the Registrar’s Office.
  Requests that have been granted by the RO will be sent to me and I will contact you.
• Term Work: Course instructors, jointly with the Chair/Director of the academic unit, have the authority to grant
  an extension for up to a week after the last date to submit term work. Longer extensions may be granted by
  petition through the Registrar’s Office.
Departmental Contacts
Lisa Veronese/Rosanne King: Quercus, plagiarism, exam support, grade submission, advancement
(lisa.veronese@utoronto.ca, acm-ca@utsc.utoronto.ca)
Manaal Hussein: student support, TA support (manaal.hussain@utoronto.ca)
Milene Neves: posting/hiring of sessionals, course instructors and TAs (milene.neves@utoronto.ca)
Minda Nessia: HR/pay related questions (minda.nessia@utoronto.ca)
<table>
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<tr>
<th>Name</th>
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<td>Production Manager – LLBT</td>
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</tbody>
</table>
NEW HIRE SETUP INFORMATION

UTOR ID

Obtaining a UTORID is the key to accessing University resources. To do so, you will have to be set up in the University’s Human Resource Information System (HRIS).

If this is your first time to work at the University of Toronto, the Business Officer will collect the following information/documents from you prior to your official start date:

1. Signed letter of offer
2. Copy of Social Insurance Number (SIN) or a work permit/visa
3. Banking authorization form with void cheque
4. Current year TD1 tax form
5. Current year TD1ON tax form
   The undergraduate Assistant should send you the forms for 3-5, but these are also available at https://www.utsc.utoronto.ca/hr/payroll
6. If needed, the Safety Training Acknowledgement form is available at https://www.utsc.utoronto.ca/hr/health-safety

As soon as you are set-up in HRIS, HR will send you a UTOR letter outlining the steps to activate your UTORid: https://www.utsc.utoronto.ca/iits/utorid-faculty-and-staff

Upon activation of your UTORid, you will have access to the following services: your @utoronto.ca email account, Quercus, library, intranet, My Research Online (MROL) https://www.utsc.utoronto.ca/financial/mrol-my-research-line, and Employee Self-Service in the HR Service Centre https://hrandequity.utoronto.ca/hr-service-centre/

To manage your UTORID account see https://www.utorid.utoronto.ca/

EMPLOYEE SELF-SERVICE (ESS)

ESS is a web service which allows employees convenient online access to view or change their personal information, including profiles (including personal data, position and education information), earning statements (for current year and previous calendar year), and benefit enrolment information. To access ESS, you will need your UTORid, personnel number, and birthdate. Through ESS, you can:

1. Change the following profile information:
   • Home address
   • Emergency contact information
   • Direct Deposit bank account information

2. View the following personal Information:
   • Printable pay and tax statements (including T4)
   • Benefits information (will vary according to employee group)
   • Employee profile
   • Home address and emergency contact information
   • Vacation tracking
You can find ESS through the HR Service Centre https://hrandequity.utoronto.ca/hr-service-centre/ or directly at https://easi.its.utoronto.ca/administrative-web-services/employee-self-service-ess/.

It is important that your HR information is up to date. Please notify the Business Officer if there is any change to your information.

LIBRARY CARD

Once your UTORid is successfully set-up, you will need to request your TCard (library card): tcardoffice@utsc.utoronto.ca. A TCard is not currently required to access U of T Library resources, but this may change as the university returns to normal working procedures. Further information on faculty TCards can be found at https://www.utsc.utoronto.ca/registrar/staff-and-faculty-tcards. For more information on the St. George Campus Tcard Office and what you can still access without a TCard, please see https://tcard.utoronto.ca/.

AODA (Accessibility for Ontarians with Disabilities Act) Guidelines

The University of Toronto is committed to providing an equitable and inclusive environment. As a Department we are committed to educating our Faculty to assure full compliance with the standards set by this policy. For more information, please visit: http://aoda.hrandequity.utoronto.ca/.

OFFICE SPACE / KEYS / MAILBOX

You will be assigned an office space during the academic term(s) you are here. A security deposit of $50.00 is required for the key at the time of sign-out from the Financial Assistant. Depending on the location of your office, you will be provided with a mailbox in either the mailroom in the AA-building (Room AA323) or H-wing (Room HW433).

QUERCUS

The Learning Management System for the University of Toronto is called Quercus; it is the required system that you must use for all of your courses. Look under the Course Management section for more information. https://q.utoronto.ca/ Note that there is a team of Quercus specialists meant to help faculty with any Quercus-related issues, and they can be contacted at quercus@utsc.utoronto.ca

ADMINISTRATIVE SUPPORT
### CAMPUS MAP

A map of the campus can be found at: [https://www.utsc.utoronto.ca/home/campus-map](https://www.utsc.utoronto.ca/home/campus-map).

### TRANSPORTATION

Information on how to access UTSC campus from various points on the TTC can be found at: [https://www.utsc.utoronto.ca/home/ttc-public-transit](https://www.utsc.utoronto.ca/home/ttc-public-transit).

### PARKING

Parking Services operates 10 parking lots on campus with a variety of parking options, including hourly parking, daily flat rate parking, as well as monthly, term and annual parking permits: [https://www.utsc.utoronto.ca/parking/](https://www.utsc.utoronto.ca/parking/). Parking lot G and H off of Pan Am Drive are closest to ACM buildings. To learn more about hourly and flat-rate parking at the UTSC campus, please visit: [https://www.utsc.utoronto.ca/parking/dailyVisitor-parking-rates](https://www.utsc.utoronto.ca/parking/dailyVisitor-parking-rates).

### COVID-19

Currently, the university has adopted a mask-friendly policy. Complimentary masks are available at the entrance of every building.

### DEAN’S OFFICE

The Dean’s Office has set up some helpful support pages with teaching resources for faculty. See [https://www.utsc.utoronto.ca/vpdean/faculty-resources](https://www.utsc.utoronto.ca/vpdean/faculty-resources).

### DEPARTMENTAL ADDRESS

Department of Arts, Culture and Media  
University of Toronto Scarborough  
1265 Military Trail  
Toronto, ON M1C 1A4

### E-MAIL

Please use your university email account when you are dealing with University of Toronto students, faculty and staff to ensure that personal and other confidential information is kept in a secure server environment with appropriate restricted user rights.  
When you set up your email, please create an automatic signature that includes your name and title, as well as office location and hours. At the University of Toronto, sessional lecturers have the official title of lecturer. Although Dr. or Professor may precede your name as an honorific, please note that the official designation of your position is Sessional Lecturer.
EMERGENCY INFORMATION

Campus Police can be reached at 416-287-7333 or use one of the emergency Code Blue telephones located on campus. For non-emergency matters call 416-287-7398; more information can be found at https://www.utsc.utoronto.ca/police/. If you would like a police escort to your car after an evening class, please call UTSC Patrol at 416-287-7022.

HOURS OF OPERATION (ACM OFFICES)

September to June: 8:45 am – 5:00 pm  
July and August: 8:45 am – 4:30 pm

INTRANET

The Intranet is an internal online communication medium at UTSC. This medium is used for non-course related functions, such as accessing the online campus directory. You can access the Intranet through the Quick Links drop down menu on the UTSC Homepage.

INFORMATION & INSTRUCTIONAL TECHNOLOGY SERVICES (IITS)

IITS offers a wide range of services and support including device WiFi and software setup and classroom support. For a list of their services, please see https://www.utsc.utoronto.ca/iits/services-0. IITS Alerts and Updates may be found here: https://www.utsc.utoronto.ca/iits/updates. To reach the faculty Helpdesk, e-mail helpdesk@utsc.utoronto.ca or call 416-287-4357.

OFFICE 365

Microsoft Office Pro Plus is available for free to faculty and staff using Office 365 for all University-owned equipment. You can also install the software on up to 5 personal devices at a time. This option is available for both Windows and Mac OS devices. See https://www.utsc.utoronto.ca/iits/email-and-calendar. Training sessions are available through Connect + Learn; for upcoming session and videos of past workshops, see https://easi.its.utoronto.ca/connect-learn/. For UTSC Office 365 self-help guides, please visit https://www.utsc.utoronto.ca/projects/office365/self-help/.

PHOTOCOPIER / PRINTING

You will be issued a photocopy account from the Financial Assistant. Please note that you are expected to do your own photocopying for all your course needs. For special print requests (posters, brochures, bound copies, etc.) please contact the Assistant to the Chair, who will process the request using the most appropriate and economical method.
COURSE SET UP AND MANAGEMENT

ACADEMIC CALENDAR

The UTSC Academic Calendar may be found at https://utsc.calendar.utoronto.ca/. The U of T standard marking scale is available at https://utsc.calendar.utoronto.ca/?understanding-marks-and-grades. Important dates and deadlines for the academic calendar year may be found at https://www.utsc.utoronto.ca/registrar/dates-and-deadlines.

ACADEMIC HANDBOOK

The Academic Handbook gives basic information about grading schemes, exams, academic integrity, etc., and also provides guidance for situations that instructors encounter less frequently, like disruptions in classes or medical emergencies during exams. https://www.utsc.utoronto.ca/vpdean/academic-handbook

CLASSROOM SAFETY

The university is committed to ensuring that our classrooms and all workplaces are safe. If there are any safety concerns, or if students come to you about concerns, please contact the Department Chair. Resources include:


For additional support regarding Sexual Violence/Sexual Harassment: https://www.svpscentre.utoronto.ca/resources/

For Discrimination/Racial Harassment: https://edio.utsc.utoronto.ca/consultations/

Community Safety: community.safety@utoronto.ca, 416-978-1485

STUDENT CODE OF CONDUCT

The Student Code of Conduct outlines the expectations regarding student behaviour on UTSC campus. If a student reports any conduct that is in violation of this Code, or if you witness such behaviours in your class, please contact the Department Chair. For more information on what is expected from students, you can refer to the Code as outlined in the policy document here: https://governingcouncil.utoronto.ca/secretariat/policies/code-student-conduct-december-13-2019

You may also want to share with your students the Student’s Companion to the Student Code of Conduct, which is useful in clearly outlining behavioural expectations: http://www.viceprovoststudents.utoronto.ca/wp-content/uploads/The-Students-Companion-to-the-Student-Code-of-Conduct.pdf
ACM TECHNICAL SUPPORT

The LLBT has been set up as a livestreaming and video recording studio offering multi-camera, cinema-quality video experience and high-fidelity audio capturing, all offered with safe physical distancing and cleaning protocols. This can be sent out live and/or recorded and posted online. Please contact Kevin Wright if you are interested.

If you require anything more technical than usual for your assignments this year (i.e. uploading media files) then please let the technical staff know so that they can be ready for common questions and concerns that students may have.

Contact Josh or Christopher to schedule Fabrication Lab access. Note that technicians will be as accommodating as possible, but at certain times may be unavailable, and it is recommended to schedule your lab access with them as soon as possible.

ECOMMERCE APP
This year, to facilitate students obtaining personal equipment and materials to complete their projects, the tech staff have begun using the Transact Mobile Ordering app (available in the Google Play Store and iOS app store). ACM has a limited but extensive set of tools, instruments, and materials available for purchase or rental with contactless pick-up. Students will be able to make purchases with their TCard or credit card and can purchase the exact products that ACM recommends.

DIRECTING STUDENT QUESTIONS
Please direct students of ACM that need technical support for ACM-specific queries to acmtech.utsc@utoronto.ca. All questions sent to this address will be directed to proper sources and either answered by work study students in the case of simple questions, or handled by a technician either via email or live consultation should greater technical assistance be required. If you expect a sudden increase in requests as due dates approach, please let the tech staff know so that they can be prepared.

HOME TEACHING SPACE SETUP
Contact the technical staff you need help setting up your own teaching space. They have been working on solutions to get the best lighting and video and sound out of Zoom, Teams or other online platforms. They can give recommendations for equipment to fit a variety of specific needs depending on your courses as well as proper setup for live streaming, video recording, audio recording, or any other technical requirements for delivering an in-depth learning experience from spaces you have available.

Please reach out to the technical staff even if your specific category of question isn’t addressed above (please see Appendix A for a full list of duties). They are reachable via email, but also have been using Microsoft Teams for text chat, and audio or video meetings. Teams is part of the Microsoft Office 365 suite that all staff, faculty, and students have access to. Instructions for getting Office 365 set up can be found here: https://www.utsc.utoronto.ca/iits/email-and-calendar.

UPLOADING LECTURERS TO QUERCUS
You can add a video to your course page using Kaltura or MyMedia. To restrict an uploaded recording in Quercus so that it is not downloadable and viewable only by students in your course use MyMedia. MyMedia: https://play.library.utoronto.ca/login
How to embed a MyMedia page into Quercus: [https://utm.library.utoronto.ca/faculty/canvas/add-MyMedia#embed-page](https://utm.library.utoronto.ca/faculty/canvas/add-MyMedia#embed-page)

### AV NEEDS

Technical support for classrooms is provided by IITS. A helpful feature on their website is the guide to classroom technology. Choose a classroom from [https://www.utsc.utoronto.ca/iits/classroom-support](https://www.utsc.utoronto.ca/iits/classroom-support), click on the room number, the click on ‘Teaching Station,’ and you will be redirected to a video demonstration of the technology in that room. For classroom and AV support, please contact av@utsc.utoronto.ca.

You may access the computer and projector in classrooms by using your UTORid and password. For classrooms without AV equipment, you may request an AV cart through Audio Visual Services at av@utsc.utoronto.ca; 416-287-7380/81 or 7040 (for evenings). If you have AV problems while in class, dial 1 on the phone in the classroom and you will be connected to an AV technician or the IT Help Desk. You may request an orientation prior to the start of classes in a given term with Audio Visual Services.

Note: Podiums are booked through Facilities Management via a work order processed by the Financial Assistant.

For AV needs handled by the department, please contact the appropriate ACM technician (please see Appendix A for a full list of duties).

### CLASS LISTS AND COURSE TIMETABLES

Course timetables for UTSC may be accessed through the Registrar’s Office at [https://www.utsc.utoronto.ca/regoffice/timetable/timetable.php](https://www.utsc.utoronto.ca/regoffice/timetable/timetable.php). Class lists are available through Quercus and the Intranet.

### COURSE INFORMATION SYSTEM (CIS)

CIS is the University’s institutional course information system. It provides support for the administration of courses for instructors, departments and faculty offices, as well as pedagogical tools for instructors to set up their courses. This system will be used for tasks such as syllabus collection and marking schemes, and test and exam requests and collection. The access link is [https://cis.utoronto.ca](https://cis.utoronto.ca); you will be asked to log in with your UTORid and password.

More information about access and submissions can be found at [https://uthrprod.service-now.com/kb_view.do?sysparm_article=KB0010026](https://uthrprod.service-now.com/kb_view.do?sysparm_article=KB0010026)

### LIBRARY RESOURCES

The UTSC Library provides a number of services that support faculty’s teaching. A guide to these may be found at [https://utsc.library.utoronto.ca/instructors-grad-students](https://utsc.library.utoronto.ca/instructors-grad-students). For course reserve information, including how to add readings to a course Quercus page, please see [https://utsc.library.utoronto.ca/course-reserves-e-reserves](https://utsc.library.utoronto.ca/course-reserves-e-reserves).

For assistance with your course materials or to discover supports that the library has to offer, please contact Paulina Rousseau, the UTSC Liaison Librarian for ACM, at paulina.rousseau@utoronto.ca (416-208-5190).

### OFFICE HOURS AND E-MAIL


See the Academic Handbook, Section 11.6 – Students must be able to meet with instructors outside of the classroom. Please ensure that you hold regular office hours and include this information on your course outline. The recommended best practice in the Academic Handbook is to provide at least two hours per week per course. You are also expected to be available to students via e-mail; students should receive a response within a reasonable period to a reasonable inquiry. The department also asks that you post your office hours on your door, as administrative staff are often asked for office hours if they are not listed there.

QUERCUS

Quercus is the Learning Management System for University of Toronto, and is the required system that you must use for all of your courses. Quercus may be accessed through the Quick Links drop down menu on the UTSC Homepage or via https://q.utoronto.ca/; you will be asked to log in with your UTORid and password. Please contact the Undergraduate Assistant if you are unable to see all of your courses on your Dashboard page.

For an introduction to the system, along with video demonstrations and support guides, please visit https://www.utsc.utoronto.ca/projects/quercus/. In addition to your courses, you will be given an area on your Quercus page called a Sandbox where you may try out the system and/or build course materials for export to actual course areas. For a tutorial on the system, helpful tips or for any questions that you might have about how system works, please make an appointment with the Assistant to the Chair, or contact the Quercus support team at quercus@utsc.utoronto.ca.

TEXTBOOK ORDERS

Textbooks for courses may be ordered through U of T’s Bookstore. The textbook order form can be found at https://data.uoftbookstore.com/adoptions/. For instruction on creating a course pack see https://uoftbookstore.com/faculty-staff/course-packs.asp. For questions about ordering books for courses at the UTSC campus, please contact Lindsay Spencer, Course Materials Coordinator at the UTSC Bookstore, at lspencer@uoftbookstore.com
TEACHING

ACADEMIC INTEGRITY

Information on Academic Integrity for instructors may be found at https://www.utsc.utoronto.ca/vpdean/academic-integrity-matters. Your course syllabus should include a clear statement about the need for students to respect academic integrity and to avoid plagiarism. For step-by-step instructions of how to address a suspected academic offence, please see Appendix D. For questions about academic offences, please contact the Assistant to the Chair. Helpful information on Ouriginal may be found in the University’s Plagiarism Detection Tool FAQ: https://uoft.me/pdt-faq

ACCESSABILITY SERVICES

Students requiring accommodation due to diverse learning styles and needs are supported at UTSC through AccessAbility Services: https://www.utsc.utoronto.ca/ability/welcome-accessability-services. Students who have been given accommodations are responsible for identifying themselves to you at the beginning of term and providing you with a letter from AccessAbility which will outline their accommodations. AccessAbility Services will contact you directly if any student in your course has requested to write tests or exams with their service. You can access students with accommodations in your courses at https://clockwork.utsc.utoronto.ca/myAIMS/user/instructor/login.aspx. For a statement for your course syllabi, please see Appendix C.

CENTRE FOR TEACHING AND LEARNING

CTL (https://www.utsc.utoronto.ca/ctl/) is a valuable resource of instructional support to both students and faculty. It offers a series of workshops for new and returning faculty on effective teaching and on the preparation of teaching portfolios and use of instructional technologies. It also provides workshops and training sessions for TAs. To discover the variety of support for faculty that is offered by the CTL, please look under the Faculty tab.

LATE FOR CLASS / UNANTICIPATED ABSENCE

If illness, car trouble, or another emergency arises without warning, please call the Departmental Assistant as soon as possible so that a sign can be posted on the classroom door for you. Please post an update on your course homepage on Quercus; if this is not possible, please contact the Chair’s Assistant to post the update for you.

CLASS CANCELLATIONS

When you are aware of a legitimate need to be absent from a regularly scheduled class, you should give your students as much advance notice as possible and indicate to them how you will make up missed work within the remaining scheduled hours for the course. If you are going to be absent for more than one class in a course – i.e., away from the campus for two or more days – notice must be given to the Chair and permission is required. University rules require us all to be present and available from the first day of the term until examination results and final grades have been submitted and approved at all levels.
COURSE EVALUATIONS

Course evaluations are carried out online at the end of each academic term. Results are available to you on your Quercus page. The evaluations consist of standard questions, but each instructor is able to choose several of their own targeted questions for individual courses. The university administration will send you an e-mail about this, but you can also access the course evaluation item selection form through the 'Course Evals' tab when you log-in to Quercus (direct link here: http://uoft.me/CTools). For more about the process and for tips on encouraging your student to participate, see https://www.utsc.utoronto.ca/vpdean/online-course-evaluations.

COURSE SYLLABUS

See the Academic Handbook, Section III – Your course syllabus establishes a learning contract between you and your students. It outlines the topics you plan to cover and the learning objectives of the course; it lays out what you expect of your students, what they can expect of you, and how you will evaluate them. You will need to upload your course syllabus to CIS at the beginning of term. See Appendix C for more information. Please contact the Undergraduate Assistant for any questions or concerns.

FINAL EXAMS

All final exams are scheduled by the Registrar’s Office. The Chair’s Assistant will contact instructors who have requested an exam when the provisional exam schedule has been obtained from the Registrar’s Office. Requests for specific final exam dates are not considered except in extraordinary situations (i.e. virtually never). You may not divulge the date of the exam to your class until the final exam schedule has been confirmed. You may not schedule a make-up exam for a student, regardless of the reason that the student may have for missing the exam. Petitions to write missed exams must be made by the student directly to the Registrar’s Office through eService: https://www.utsc.utoronto.ca/registrar/deferred-exams

GRADE SUBMISSION

Final grades for courses without an exam are due 5 business days after the last day of classes. Final grades for courses with exams are due 5 business days after the exam. Requests for an extension of time must be made to the Chair in writing via email (please copy the Assistant to the Chair). Grade submission is made through the U of T eMarks system, https://emarks.utoronto.ca/emarks.

RESOLVING GRADES AFTER CLASSES END

In some cases, such as when students appeal marks or when they miss exams, the Chair’s office will be in touch after the end of the semester for follow-up information. We understand that this communication might occur, and appreciate your courtesy and understanding in responding within a week of this inquiry to resolve any questions that might still arise from the course that you have taught for the Department.

STUDENT HEALTH AND WELLNESS

The UTSC Centre for Health & Wellness offers convenient and confidential health, counselling and health promotion services for all registered students at UTSC. It also provides faculty with advice on how to assist a student in distress: https://www.utsc.utoronto.ca/hwc/helping-students-distress. You may also refer student to the ACM embedded counsellor, Kulsum Khan. Email health.utsc@utoronto.ca to schedule an online appointment. Health & Wellness Centre: https://www.utsc.utoronto.ca/hwc/
All appointments can be booked, rescheduled and cancelled by phone or email. Same Day Counselling, Nursing and Doctor appointments can be done over the phone or virtually: 416-287-7065 or health.utsc@utoronto.ca
Mental Health Services and Resources: https://www.utsc.utoronto.ca/hwc/mental-health-services-and-resources.utsc-students
Adjusting to Online Learning and Taking Online Exams: https://www.utsc.utoronto.ca/aacc/adjusting-online-learning-and-taking-online-exams

### TEACHING ASSISTANTS

The Undergraduate Assistant manages Teaching Assistant applications and all paperwork related to TAs. The Terms of the Collective Agreement require that the duties of the TA be defined on the Description of Duties and Allocation of Hours (DDAH) form. This form will be forwarded to individual instructors at the beginning of term and must be completed before the TA commences duties as well as reviewed at mid-term.

### TEACHING GRANTS

Information on UTSC teaching grants may be found at https://www.utsc.utoronto.ca/ctl/teaching-enhancement-grants. Eligibility is limited to Sessional Instructors 2 and 3 who may be considered for Professional Development grants (category 6).

### TEACHING SENSITIVE MATERIALS

The September 2021 version of UTSC’s Teaching Sensitive Materials revises a resource on trigger warnings that was circulated to instructors from the Office of the Vice-Principal Academic & Dean and CTL in November 2020 following student concerns.

### TERM TEST AND EXAM REQUESTS

At the beginning of term, the Undergraduate Assistant will send out two individual e-mails requesting that you login to the term test and exam request system to declare whether you will or will not be requesting these modes of assessment for your course. The form needs to be filled in regardless of whether there will or will not be these modes of assessment in your course. Please note that for the term test request, you are asked to state whether you would like the test to take place during class time or outside of class time (for example, for large classes that require larger rooms in which to hold tests). For term test requests: https://intranet.utsc.utoronto.ca/intranet2/s2/registrar/termtest.action. Final exam requests are made through https://cis.utoronto.ca.

### TEST SCANNING SERVICES

CTL’s Scan Services uses an electronic scanner to process multiple choice (scantron) answer sheets for UTSC courses and generate reports for faculty. For scantron sheets questions about the service, please contact the Assistant to the Chair. This service is unavailable during the pandemic.

### THE WRITING CENTRE
The UTSC Writing Centre offers a variety of services to help students improve their writing skills: http://www.utsc.utoronto.ca/twc/. Suggest to students that they contact the office early in order to make an appointment. Drop-ins sessions are also provided and are useful for short assignments, getting started on larger writing assignments, and for specific questions.

UTSC SEVERE WEATHER GUIDELINES

When severe weather causes the cancellation of classes or a full campus closure, updates will be communicated via the UTSC website, email, intranet, digital signs, the UTSC Twitter account (@UTSC) and the UTSC emergency information line at 416-287-7026: https://www.utsc.utoronto.ca/campussafety/utsc-severe-weather-guidelines
The advancement process is not automatic or seniority-driven. It is based upon total service in both years and courses and is intended to recognize superiority in classroom teaching and currency/mastery of subject matter.

**ADVANCEMENT TO SESSIONAL LECTURER II**

This process is set out in Appendix A of the [CUPE 3902 Unit 3 Collective Agreement](#). 

Eligibility:

- taught in at least 4 of the past 6 years
- taught a minimum of 6 half courses in the advancing department (can include a maximum of 3 half courses as a Unit 1 course instructor or 4 half courses as a member of UTFA; candidate can also request that the Chair recognize 2 half courses taught in other departments)

Outcomes include:

- higher rate of stipend
- access to preferential hiring in the department
- eligibility for hire under the University’s and Union’s mutual agreement to waive posting

**ADVANCEMENT TO SESSIONAL LECTURER III**

This process is set out in Appendix A-2 of the CUPE 3902 Unit 3 Collective Agreement. 

Eligibility:

- taught at the rank of SLII in the advancing department for at least 3 years
- taught at least 3 half courses per year in the past three years in the advancing department

Outcomes include:

- higher rate of stipend
- continued access to preferential hiring in the department
- continued eligibility for hire under the University’s and Union’s mutual agreement to waive posting
- increased GRRSP contributions

**PROCESS AND TIMELINES**

The candidate must be teaching in Unit 3 for the academic term during which they request advancement. The candidate must submit a letter of request to the Chair of the department to initiate the advancement process by:
• September 30 for the Fall term
• January 31 for the Spring term

The letter should be formal and be attached to the email (initiation of the process should not be a casual request in the body of an email only). The letter should include a list of the courses that you have taught in ACM and any other service that you have provided to the department beyond the scope of your courses (i.e. work on curricular development within the program in which you teach; work on performances or exhibits that are not part of your course, etc.). Within 10 business days the department will write to you with a response outlining the written materials that need to be submitted and the date by which the submission must be made (no less than four weeks from the date of the response letter).

The review committee consists of the Chair of the department, two faculty members and one member of the bargaining unit that holds the rank of SLII. At least one member of the advancing committee will have a field of expertise related to the courses that the candidate teaches.

Materials for submission: these include a CV, a teaching dossier and a statement that describes the candidate’s currency with and mastery of subject matter and superior classroom teaching.

Classroom observation: one or more of the committee members will engage in a classroom observation of the candidate and prepare a written report on what they observe. The Assistant to the Chair will gather potential dates from the candidate that they feel will include material that best demonstrates their teaching abilities and every attempt will be made to have observers attend on the candidate’s preferred class of choice.

The committee’s recommendation must be approved by the Chair and by the Dean. The outcome of the review must be sent in writing to the candidate on or before:

• December 31 for the Fall term
• April 30 for the spring term
• August 31 for summer advancement (only available to sessional lecturers who only teach in the summer term).
A copy of your course syllabus must be uploaded to CIS before your first class.

Section IV of the Academic Handbook contains the university policy on course syllabi. However, for the practical aspects of putting together a syllabus for your course, you may wish to consult the following websites for helpful tips and suggestions:

UTSC – Centre for teaching and Learning: https://www.utsc.utoronto.ca/ctl/educational-development
(for course syllabus and assignment consultation)

U of T (St. George) – Centre for Teaching Support and Innovation:
https://teaching.utoronto.ca/resources/developing-a-course-syllabus/
(this is a very helpful site for developing a course syllabus, though please note that suggested statements to place on your course syllabus refer students to downtown services, which you would need to replace with their UTSC equivalents)

Individual course grading schemes:

- Note that 20% of student's final grade must be given by the deadline to drop a course without academic penalty. It is important to grade as quickly as possible so students have a clear idea about how they are doing in the class.
- No test worth more than 10% of the final grade may be given in the last two weeks of a term.
- If participation forms part of the final grade it should not have a value of more than 20% of the grade. The nature and factoring of participation grades must be clearly outlined on the syllabus.

After the methods of evaluation have been made known to your students, you may not change them or their relative weight without the consent of at least a simple majority of the students enrolled in the course, provided the vote is announced no later than in the previous class. Any changes must be reported to your departmental office. AccessAbility related cases may be treated on an individual basis.

Standard statements for inclusion on course syllabi

- Recommended AccessAbility statement for instructors to include on course syllabus:

  Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the AccessAbility Services as soon as possible.

  AccessAbility Services staff (located in AA142) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations 416-287-7560 or email ability@utsc.utoronto.ca. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

- On Academic Integrity:

ADDRESSING ACADEMIC OFFENCES. POTENTIAL OFFENCES IN PAPERS AND ASSIGNMENTS INCLUDE USING SOMEONE ELSE’S IDEAS OR WORDS WITHOUT APPROPRIATE ACKNOWLEDGEMENT, SUBMITTING YOUR OWN WORK IN MORE THAN ONE COURSE WITHOUT THE PERMISSION OF THE INSTRUCTOR, MAKING UP SOURCES OR FACTS, OBTAINING OR PROVIDING UNAUTHORIZED ASSISTANCE ON ANY ASSIGNMENT. ON TESTS AND EXAMS CHEATING INCLUDES USING OR POSSESSING UNAUTHORIZED AIDS, LOOKING AT SOMEONE ELSE’S ANSWERS DURING AN EXAM OR TEST, MISREPRESENTING YOUR IDENTITY, OR FALSIFYING OR ALTERING ANY DOCUMENTATION REQUIRED BY THE UNIVERSITY, INCLUDING (BUT NOT LIMITED TO) DOCTOR’S NOTES.

- Plagiarism detection tool statement for course syllabi:

  Normally, students will be required to submit their course essays to the University’s plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool’s reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University’s use of this tool are described on the Centre for Teaching Support & Innovation web site (https://uoft.me/pdt-faq).

Safety and Student Mental Health

All instructors are advised to prepare courses with Universal Design Principles in mind to ensure that all students are able to access materials and resources to support their learning.

Please contact Manaal if you have any student concerns; she will advise you on a course of action to follow and/or will reach out to the student herself: manaal.hussain@utoronto.ca

- Health & Wellness Centre: https://www.utsc.utoronto.ca/hwc/
  All appointments can be booked, rescheduled and cancelled by phone or email. Same Day Counselling, Nursing and Doctor appointments can be done over the phone or virtually: 416-287-7065 or health.utsc@utoronto.ca
- Mental Health Services and Resources: https://www.utsc.utoronto.ca/hwc/mental-health-services-and-resources-utsc-students
- Adjusting to Online Learning and Taking Online Exams: https://www.utsc.utoronto.ca/aacc/adjusting-online-learning-and-taking-online-exams
- ACM Embedded Counsellor. We are currently seeking a replacement for this position. Email health.utsc@utoronto.ca for more information.

Statements for synchronous online course formats – The Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA Statements
For synchronous course delivery: to notify students that their participation in an online course will be recorded; to provide options for faculty to inform students of appropriate use for course materials.

Option 1: Notice of video recording and sharing (Download and re-use prohibited)
This course, including your participation, will be recorded on video and will be available to students in the course for viewing remotely and after each session.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. Do not download, copy, or share any course or
student materials or videos without the explicit permission of the instructor. For questions about recording and use of videos in which you appear please contact your instructor.

Option 2: Notice of video recording and sharing (Download permissible; re-use prohibited)
This course, including your participation, will be recorded on video and will be available to students in the course for viewing remotely and after each session.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation, and are protected by copyright. In this course, you are permitted to download session videos and materials for your own academic use, but you should not copy, share, or use them for any other purpose without the explicit permission of the instructor.

- You may wish to include the standard U of T grading scheme on your syllabus, which may be found at https://utsc.calendar.utoronto.ca/7-understanding-marks-and-grades. An alternate version of the chart is below:

<table>
<thead>
<tr>
<th>NUMERICAL MARKS</th>
<th>LETTER GRADE</th>
<th>GPA VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>85 – 89%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>80 – 84%</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>77 – 79%</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>73 – 76%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70 – 72%</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>67 – 69%</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>63 – 66%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>60 – 62%</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>57 – 59%</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>53 – 56%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Percentage Range</td>
<td>Grade</td>
<td>Score</td>
</tr>
<tr>
<td>------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>50 – 52%</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0 – 49%</td>
<td>F*</td>
<td>0.0</td>
</tr>
</tbody>
</table>
APPENDIX B – ACADEMIC INTEGRITY

The *Code of Behaviour on Academic Matters* protects academic integrity at the University (see http://www.governingcouncil.utoronto.ca/Assets/GoverningCouncilDigitalAssets/Policies/PDF/ppjun011995.pdf). Section B outlines the situations which the university deems as violations of academic integrity. It is vital to the interests of all students that suspected academic offenses are pursued. The university provides a number of supports to students in order to assist them in avoiding committing academic offences. The student support site includes links to UTSC writing resources, a FAQ and dates of upcoming Academic Integrity Matter (AIM) workshops (some instructors include bonus points for students who take these workshops). http://www.utsc.utoronto.ca/vpdean/welcome-academic-integrity

Further helpful resources for students:
- How not to plagiarize: http://advice.writing.utoronto.ca/using-sources/how-not-to-plagiarize/
- How to cite sources: http://www.utsc.utoronto.ca/twc/using-and-citing-sources
- Information regarding academic integrity: http://www.utsc.utoronto.ca/aacc/academic-integrity

ChatGBT and Academic Integrity

The emergence of tools such as ChatGBT prompts important and transformative pedagogical questions about assessment design, the fostering of writing opportunities that enable students to showcase their critical and creative development, and engagement with technological supports that will be part of the future our students will enter following their graduation.

In the meantime, when finalizing assessment guidelines for students, you are encouraged to consider essay and assignment questions that are specific as possible and connected explicitly to the goals and learning outcomes of the course. Whenever possible, opportunities for in-class writing and assessment, combined with scaffolding of assignments, can also help faculty to get to know students’ writing.

Information on Academic Integrity for instructors may be found at https://www.utsc.utoronto.ca/vpdean/academic-integrity-matters

Your course syllabus should include a clear statement about the need for students to respect academic integrity and to avoid plagiarism. Turnitin is integrated into the assignment area of Quercus (please see https://www.utsc.utoronto.ca/technology/academic-integrity-faculty). If you are going to use this resource, you must include the paragraph on your syllabus shown in Appendix C.

Suspected academic offences are handled in ACM through the Office of the Chair. Cases of suspected academic misconduct on an assessment worth 10% or less are handled exclusively by the Chair’s Office. Cases over 10% will be forwarded by the Chair to the Academic Integrity Office. If you suspect a student of committing an academic offence, you will start by filling in an Academic Offence Allegation Form (see OneDrive) and submitting it, along with all supporting documentation, to the Assistant to the Chair.

Steps:
1. Meet with the student and point out your concerns.
2. Complete an Academic Offence Allegation Form and attach the appropriate material.
3. Include a report setting out why you believe an academic offence may have been committed and an account of any meeting or correspondence with the student.
4. Send this package to the Chair.

NB: If the student has not responded to your request for a meeting by the time grades in the course are due, don’t wait. State that you have not met with the student. Also, if it makes you more comfortable, a colleague or staff member may be present during the meeting.
For questions about academic offences, please contact the Assistant to the Chair.
APPENDIX C – DEPARTMENTAL PROCEDURE FOR HONORARIA PAYMENT OF IN-CLASS GUESTS

The Department of Arts, Culture and Media has a limited budget to support each of its 8 academic programs, if they wish to invite a guest to their class to present a paper or talk that will enhance and contribute to the learning outcomes of the course. Program Directors will consult with instructors in their program to decide on equitable allocation of resources. All instructors, including sessional lecturers, part-time instructors, and continuing faculty are to contact their Program Directors regarding requests for guest speakers.

- We suggest $200 per in-class guest speaker and $100-$150 per panelist (depending on the expectation of their involvement).

- For each program, we recommend that the fund be distributed across different courses, where possible. For example: If course A has asked for a $200 guest speaker, the same course cannot ask for another $150 panelist or a guest speaker.

- In the absence of a request from a PT/Sessional faculty, a full-time faculty member may seek the funding for their course.

In the case of programs without PDs, requests can be sent to the Chair.

Requesting Funding:

1. Faculty members are invited to submit their request to the Program Director or his/her designate by email two weeks in advance at the start of each term with a brief justification on the pedagogical need for the guest and the proposed compensation (i.e. honorarium or in kind). Funds are limited so we encourage early submission of request.

2. The Program Director will share their recommendations with the Chair or his/her designate, who will review and formally approve the request contingent on the availability of funds.

3. The Chair or his/her designate will notify the requesting faculty on the results of review/approval (copy to the ACM Business Officer).

4. The requesting faculty will extend a formal invitation (email is fine) to the guest (copy to the ACM Business Officer).

Please note that honoraria will not be provided to faculty or employees with continuing appointments at the University or other post-secondary institutions. In such cases, we may be able to provide compensation in kind (e.g. parking, meals or department gift) not exceeding $25 in total.

Paperwork:
To process an honorarium payable to an individual, submit the following documentation to the Business Officer:

1. A copy of the formal invitation (email is fine) to the guest indicating honorarium amount.

2. Completed & signed “Payment of Professional Fees” form.


4. Completed and signed “Payroll Bank Authorization” form and void cheque if the guest would like the honorarium deposited directly to his bank account (optional).
5. If the recipient of the honorarium provides a GST/HST number, request an invoice with the GST/HST number and 13% HST added to the honorarium amount.

6. If the speaker is a non-resident of Canada, Payroll Department will withhold (deduct) 15% tax on the honorarium amount on behalf of CRA or a net amount of $86.96 CAD instead of $100 CAD. Otherwise, request the guest to complete and submit a tax waiver form at least three (3) months prior to the class visit. Please advise the guest accordingly.

Honoraria are processed through Payroll and payments follow the University’s bi-weekly payroll schedule unless the individual was previously set-up in the HR system on a monthly basis.

Below are the guidelines for processing the honorarium of **non-Canadian guest speakers** who are rendering work/service outside Canada and who will be paid in non-Canadian currency:

1. Complete an invitation template with an accompanying statement that the work permit requirement will only apply if the speaker will come to Canada to render the service. You may sign the invitation letter (instead of the Chair). Template letters are available from Minda or the Assistant to the Chair.
2. Upon completion of the talk/service, request the guest speaker to send you an invoice indicating the name and address of payee, work done and when it was rendered/completed.
3. Authorize the invoice for payment and indicate budget to be charged (e.g. PERA, CTL, etc). Email approval is fine.
4. Send the invoice to the Monica for payment preparation.
APPENDIX D – EXAMS AND FINAL GRADES

GRADES

Due Dates for Grades:

- For classes with no final exam: **5 business days** after the last day of class
- For classes with a final exam: **5 business days** after the day the exam is written; no exceptions, unless pre-authorized (in writing) by the Chair.
- Grades must be submitted through eMarks **5 business days** after the day the exam is written; a reminder e-mail will be sent to you from the Records Office in the Office of the Registrar.

- To access the eMarks system, go to [https://emarks.utoronto.ca/emarks](https://emarks.utoronto.ca/emarks)
- Detailed instructions on how to log in and submit marks using eMarks may be found at: [http://www.utsc.utoronto.ca/~registrar/resources/pdf_general/eMarks_Instructions_for_Chairs_Directors_and_Instructors_current.pdf](http://www.utsc.utoronto.ca/~registrar/resources/pdf_general/eMarks_Instructions_for_Chairs_Directors_and_Instructors_current.pdf)
- **Note**: you must use numeric grades and leave no ‘Mark’ fields blank.
- **Note**: if you find that you need to amend any marks in your course, please do so in the eMarks system by selecting the ‘Amend’ button in the ‘Action’ column.
- If you have any questions concerning the eMarks system, please ask the Assistant to the Chair.
- **DO NOT POST FINAL GRADES ON THE INTRANET OR QUERCUS.** Students are not supposed to see their grades before they are posted on ROSI.

FINAL EXAMINATIONS

- Final exam scripts MUST include the following information:
  - Course and section number
  - Name of the instructor
  - Date and start/end time of the exam
  - Location of the exam
  - Number of pages of the exam
  - Aids allowed (also indicate if no aids are allowed)

- Exam Schedule: The UTSC exam schedule may be viewed at: [http://www.utsc.utoronto.ca/~registrar/scheduling/exam_schd](http://www.utsc.utoronto.ca/~registrar/scheduling/exam_schd)

- Exam Candidate Forms: Each student taking the exam will need to complete this form; please make sure the student shows you their TCard before signing the form. The completed forms should be submitted to the Assistant to the Chair along with the graded final exams. Please keep the candidate forms in a separate pile (do not insert these into each student exam/booklet); there is no need to alphabetize the forms.

- Backup Copies of Exams: A copy of your final exam(s) must be submitted to CIS before the exam takes place.

- **AccessAbility Exams**: For students writing final exams with AccessAbility, a copy of the exam must be submitted through the AccessAbility Information Management System (myAIMS): [https://clockwork.utsc.utoronto.ca/myAIMS/user/instructor/Default.aspx](https://clockwork.utsc.utoronto.ca/myAIMS/user/instructor/Default.aspx)
• Final Exam Booklets: Booklets for final exams are provided by the Registrar’s Office and will be in the exam room on the day of your exam. DO NOT take term test booklets from the mail room for your final exam.

• Scantrons: These may obtained from the Assistant to the Chair. Please provide the number needed well ahead of time. You will need to book a time slot to have these scanned with Test Scanning Services a minimum of 5 business days before your exam at: http://www.utsc.utoronto.ca/technology/test-scanning-services. This website also includes a cover sheet for download that must be submitted along with the scantron forms.

• Exam Printing: to save costs all exams are printed within the department. Instructors are responsible for printing their own exams.

• Graded Exams: Do not return graded exams to students. Submit these to the Assistant to the Chair in alphabetical order at the same time or after you submit your grades. Alphabetized scantrons, along with the test header, answer key, and question sheet should also be submitted if used. ALL marked final exams, scantrons and candidate forms along with an Exam Storage Form should be submitted to the Assistant to the Chair for storage. Final Exams that are not scheduled by the Registrar’s Office—i.e. in-class final exams—should NOT be submitted to the Registrar’s Office for storage.

• If a student is unable to attend your exam YOU MAY NOT SCHEDULE A REWRITE. The scheduling of exams is the provenance of the Registrar’s Office only. Regardless of the cause, a student must petition to write a missed exam. Procedures may be found here: https://www.utsc.utoronto.ca/registrar/deferred-exams

MISSED EXAMS

• You may not schedule a make-up exam for a student, regardless of the reason that the student may have for missing the exam. Petitions to write missed exams must be made by the student directly to the Registrar’s Office through eService: https://www.utsc.utoronto.ca/registrar/deferred-exams

• If you notice that a student did not show up for the final exam when you are entering your marks, please reach out to the Assistant to the Chair who will ask you for a copy of the exam and a cover letter to file in the event that the student reports to Registrar and requests a future deferred exam date. This will ensure that the student receives the same exam and same exam instructions as the rest of the class.

COURSE REGISTRATION ERRORS

• If a student has not attended classes and mistakenly has not dropped your course from their ACORN account, please refer them here: http://www.utsc.utoronto.ca/registrar/course-registration-error